

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 36 PAGES	
1. REQUEST NO. DABQ03-03-T-0043	2. DATE ISSUED 21-Jul-2003	3. REQUISITION/PURCHASE REQUEST NO. DPCFWA3154K034	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY REGIONAL CONTRACTING OFFICE - ALASKA ATTN: SFCA-PRA-AC PO BOX 35510 FT WAINWRIGHT AK 99703-0510			6. DELIVER BY (Date) SEE SCHEDULE		
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) ANGELHEART S. JORDAN 907-353-7300			7. DELIVERY [X] FOB DESTINATION [] OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) DIREC OF COMMUNITY ACTIVITIES (DCA) SCHADER, BRANDI FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 TEL: 907-353-4243 FAX: 907-353-4200		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 05-Aug-2003					
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
11. SCHEDULE (Include applicable Federal, State, and local taxes)					
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
SEE SCHEDULE					
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %
NOTE: Additional provisions and representations [] are [] are not attached.					
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
			16. NAME AND TITLE OF SIGNER (Type or print)		TELEPHONE NO. (Include area code)

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Family Readiness Assistant: FFP Part Time (not more than 32 hours per week), see Statement of Work. Period of Performance: 1 August 2003-31 July 2004. POC: Felicia Jackson, 353-4374. PURCHASE REQUEST NUMBER: DPCFWA3154K034	1	Years		

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	Family Readiness Assistant: FFP Same as CLIN 0001. Period of Performance: 1 August 2004 - 31 July 2005. PURCHASE REQUEST NUMBER: DPCFWA3154K034	1	Years		

NET AMT

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORK**STATEMENT OF WORK**
Family Readiness Assistant Specialist

C.1.0. GENERAL This statement of work includes programs and services, which are the responsibility of the Army Community Service (ACS) Branch, Family Readiness Program (FRP), Directorate of Community Activities (DCA), U.S. Army Garrison, Alaska located at Fort Wainwright, Alaska. The goal of the Family Readiness Program is to improve readiness, retention and quality of life by delivering programs, training and services which promote self-reliance, resiliency, and stability during war and peace, for soldiers and family members.

The individual (or company) shall perform the requirements of the program as a Contractor; i.e., given the scope of the work to be performed, works independently with minimum coordination with the Program Manager.

C.1.1. SCOPE OF WORK.

C.1.1.1. The Contractor shall implement a process of collecting and tracking data, to include, but not limited to Army Family Action Plan issues, and newcomers surveys to assess the needs of the Fort Wainwright Community.

C.1.1.2. The Contractor shall provide comprehensive, accurate, easily accessible, and up-to-date information on topics for active duty, reserve and National Guard such as; deployment readiness, promoting healthy communication, reunion & homecoming, children and the military, family care plans, childcare, entitlements, available resources and assistance on other related Operation READY topics (see C.1.1.3 for listing of Operation READY topics).

C.1.1.3. The Contractor shall conduct classes, workshops and/or briefings from already prepared material on topics from Operation READY (Resources Educating About Deployment and You) such as pre-deployment (understanding and planning for military separation, coping with separation, and financial planning), reunion/homecoming (expectations, communications techniques, and preparation for reunion), post deployment (financial management and anxieties), Family Readiness Groups (overview of the Family Readiness Group (FRG): its purpose, structure, and function; Command and member responsibilities; key leader job descriptions; and other aspects of building and leading an effective Family Readiness Group), Family Assistance Center (FAC) to include (introduction and overview of the FAC, setting up of the FAC, equipping the FAC, how it works and planning and executing an FAC exercise) children and deployment, healthy communication, decision making process, stress management, time management, and overall financial planning. Additional classes may be provided upon mutual agreement between the Contractor and the Contracting Officer.

C.1.1.4. The Contractor shall conduct bi-monthly workshops on topics within Operation READY. One workshop must be conducted on a weekend and the other must be an evening workshop. Monthly schedules will be approved by the Family Readiness Manager. Schedules are due as outlined in specific tasks.

C.1.1.5. The Contractor shall provide Family Readiness Manager with After Action Reports (AARs) on classes, workshops and/or unit briefings within 3 days after event.

C.1.1.6. The Contractor shall coordinate volunteer activities, and may coordinate additional events upon mutual agreement between the Contractor and the Contracting Officer.

C.1.1.7. The Contractor shall schedule, market/publicize, and attend FRG committees such as Senior Leader Spouses committee, FRG Advisor committee, and the Post FRG committee. Additional services may be provided upon mutual agreement between the Contractor and the Contracting Officer.

C.1.1.8. The Contractor shall research, write information papers, articles and other written media to ensure program needs are met.

C.1.2. PERSONNEL. Contractor shall have the following minimum qualifications:

C.1.2.1. Knowledge of Army Community Service programs that relate to Family Readiness. This includes experience in organizing training materials, writing lesson plans, providing classroom instruction, and teaching these skills to others for a minimum of one year as staff or volunteer.

C.1.2.2. Knowledge of the military system and military family lifestyles; especially the mobile lifestyle, for a minimum of one year.

C.1.2.3. Experience in adapting classes/workshops and briefings in response to customer feedback evaluations and feedback from need assessments.

C.1.2.4. Ability to communicate effectively in the English language, both in writing and orally, with one year's experience in teaching/training, writing articles/lesson plans, and acting as a receptionist.

C.1.2.5. Experience in assisting/teaching adults and children in a formal setting. This may be public speaking, experience in classroom, seminar, or other such settings, for a minimum of one year as staff or volunteer.

C.1.2.6. Must have one year's experience in computer operating systems such as Microsoft Windows 98 or higher and computer applications such as Microsoft Office to perform basic word processing and telecommunications (e-mail and Internet access).

C.1.2.7. Experience with community resources and agencies both on Fort Wainwright, and in the Fairbanks Community is highly recommended.

C.1.3. QUALITY ASSURANCE. The Government will evaluate the Contractor's performance under this contract using the method of surveillance specified at Technical Exhibit 1 (**TE 01**). TE 01 is provided for informational purposes only, and may be changed by the government at any time.

C.1.4. QUALITY CONTROL. Contractor shall establish a quality control program to ensure the requirements of the contract are accomplished as specified. Initial plan shall be presented to the Contracting Officer's Representative (COR) within 30 days after contract award for COR information and approval. Subsequent modification shall be made as required or to respond to concerns of the COR. Quality controls will include the following as a minimum:

C.1.4.1. A method of gathering demographic information on class and/or unit participants that will satisfy requirements of ACS annual report. See sample at Technical Exhibit 2(**TE 02**).

C.1.4.2. A method of obtaining feedback from clients. See sample at Technical Exhibit 3(**TE 03**).

C.1.4.3. A means to ensure client confidentiality.

C.1.5. PHYSICAL SECURITY. Contractor shall establish and implement methods to ensure the physical security of all US Government property and facilities. Methods established shall be in accordance with locally directed physical security and internal control procedures (see attached Standing Operating Procedures (SOP) at **TE 04**). Access to facilities shall be limited to those for whom the local commander has authorized access.

The Contractor shall be responsible for keys issued to him/her and shall pay for installation of new locks if keys are lost or compromised. The Contractor shall also be responsible for securing the building according to the ACS policy and procedures when he/she is the last person to leave the building for the day.

C.1.5.1 CONFIDENTIALITY. Contractor shall not reveal personal information of clients and volunteers, to include social security numbers, telephone numbers, and other personal information, except as provided under this contract or required by law.

C.1.6. HOURS OF OPERATION: The Contractor will provide services normally 32 hours each week, Monday - Friday; during established hours of operation. Services will normally be provided between the hours of 0730-1630, Monday through Friday, but the nature of the service requires flexibility in work scheduling for evening and weekend program functions/classes/workshops, special events, and training activities. The work schedule will be adjusted by the COR to support evening and weekend special events

and programs and will not exceed a total of 32 hours per week. The Contractor must request approval of all absences, other than those due to illness, at least 24 hours in advance. The Contractor must notify the COR by 0830 on the day of absence when the Contractor is ill and needs to be out sick. No services will be required on Federal holidays. These holidays include New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

C.1.7. CONSERVATION OF UTILITIES. The Contractor shall observe and follow all pertinent U.S. Army and DoD directives regarding the conservation of utilities and energy.

C.1.8. ENVIRONMENT CONTROLS. The Contractor will comply with all federal, state and local regulations concerning protection of the environment.

C.1.9. SAFETY. Contractor shall comply with local safety requirements and make all reasonable efforts to protect all persons from harm and US Government property from damage.

C.1.10. CONTRACTING OFFICER'S REPRESENTATIVE. The Contracting Officer may designate in writing an individual to act as Contracting Officer's Representative, or COR. The COR shall not be authorized to issue Change Orders, Supplemental Agreements, or direct any contract performance requiring contractual modifications or adjustments. Changes in the scope of work shall be made only by the Contracting Officer by properly executed modifications. The COR may not obligate the Government to pay Contractor any additional sums.

C.1.11. CONDUCT. Contractor personnel shall not be under the influence of alcohol or illegal drugs while performing services under this contract, and shall maintain a neat, well-groomed appearance at all times. Contractor personnel shall conduct all business and discussion in a professional manner; maintain decorum and language conducive to the conduction of business in a government setting. Dress is expected to be business attire. Any dress less than this will be authorized by the receiving officer (Family Readiness Program Manager) for special occasions only.

C.1.12. ORIENTATION. The Family Readiness Manager will provide the Contractor with an orientation to the staff and programs available in the ACS Building. This orientation will provide information on the goals and missions of the various programs, their focus in terms of ACS accreditation standards, the classes and services offered by the various programs, the staff members' names and work schedules, as well as "housekeeping" information such as bathrooms, lunch break area, room reservation policies, parking, emergencies procedures (fire, vandalism, building/telephone repairs, etc.).

C.1.13. COORDINATION. Contractor shall coordinate the Family Readiness Program schedule of events with ACS staff members (both paid and non-paid) to optimize program attendance and participation. Optimum coordination is demonstrated when

Family Readiness training activities are scheduled to receive maximum participation and are not scheduled at the same time as other major community activities with similar target audiences.

C.2. GOVERNMENT FURNISHED PROPERTY (GFP)/SERVICES. The government will provide to the Contractor for use in connection with this contract the following property:

C.2.1. Building - sufficient work space for one Contractor employee, plus additional space as needed and as facilities allow.

C.2.1.1. Access to a Class A telephone, to be shared with other staff/volunteers.

C.2.1.2. Heat, light, and other utilities.

C.2.1.4. A computer with printer for Contractor utilization, as well as sharing of other office equipment and supplies as needed and available. All staff and Contractors at ACS share common equipment such as the copier machine, the fax machine, the overhead projector, the paper shredder, and a supply area, which contains paper, pens, staples, and other everyday office supplies

C.2.1.5. Standard US Army and government forms and regulations as requested and needed.

C.2.1.6. Office furniture, to include desk, chair, computer, and filing cabinet or similar workstation.

C.2.1.7. Printing of special forms as needed and approved for use by the Printing and Publications Office.

C.2.2. The government property made available under this contract shall be for use only in the performance of the contract.

C.2.4. Within 5 days after award of the contract, a complete inventory of all property furnished or purchased by the Government will be taken by Contractor, witnessed by Contracting Officer or his/her representative, and reconciled with the installation property books. The Contractor will be liable for all shortages resulting from Contractor negligence or imprudence.

C.3. CONTRACTOR FURNISHED PROPERTY.

C.3.1. TRANSPORTATION. Contractor shall use his/her own transportation to deliver training equipment and supplies to various community locations where Family Readiness classes are scheduled. Classes are scheduled both on Fort Wainwright and out in the Fairbanks Community.

C.3.2. MINIMUM QUALITY STANDARDS. Contractor shall adhere to accreditation standards established per paras. 4-2 through 4-10 of AR 608-1.

C.3.3. The government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or personal belongings brought into the building or onto the grounds due to fire, theft, accident, or other cause.

C.4.1. SPECIFIC TASKS. The Contractor will perform the following:

C.4.1.1. Assist the Family Readiness Manager as described in this contract at Fort Wainwright, Alaska.

C.4.1.2. Within the first 30 days after contract award, the Contractor shall establish and thereafter update a schedule of classes for the current quarter. Schedule of class briefings will be made available to the Family Readiness Manager for approval. The approved class schedule will also be made available to the ACS Secretary for the ACS Calendar of Activities. The schedule will be continually updated with any approved changes provided to the aforementioned personnel. The Contractor shall produce and implement a marketing plan, acceptable to the government, involving strategies for making contact with the target audience no later than 30 days after a Family Readiness Needs Assessment has been completed. This can be done through all known resources, to include but not limited to, post newspaper, e-mail, military distribution, Post Information TV (Channel 19). The Contractor shall produce promotional literature; i.e., flyers, brochures, posters, pamphlets, and direct mail packets outlining vital information and benefits of the program. Within the first 30 days after contract award, the Contractor will learn and comply with Family Readiness procedures and requirements necessary for enrollment into classes, maintenance of waiting lists, attendance reporting requirements, information sharing.

C.4.1.3. Contractor will design and conduct classes, workshops and/or unit briefings with a focus on Operation READY. Contractor shall reserve room space to conduct the classes; answer customer inquiries about the class topics being presented; prepare lesson plans reference the subject matter to be presented; prepare and make copies of hand-outs pertinent to the class subject matter presented; set up equipment as needed, i.e., VCR and TV for video presentations or overhead projector for overhead briefing slides, easel with flip chart for group discussions, etc. Contractor shall use an evaluation feedback tool (**TE 03**) to determine what the students found helpful from the classes and implement suggestions proactively to improve the classes based on customer feedback. A sample is attached as technical exhibit. No minimum class signup required for class to be conducted. Contractor will conduct classes with one attendee or more depending on the size constraints of the reserved classroom space. The Contractor will brief COR on proposed suggestions for new class topics related to readiness issues based on feedback from attendees or from an installation-wide needs assessment that shall be done by the Government at least annually.

C.4.1.4. Contractor shall provide information to the Family Readiness Manager for the Deployment/Mobilization portion of the ACS Management Report no later than the 5th of

every month in accordance with AR 608-1, Army Community Service Program. The information will be input into the ACS Management Report by the Family Readiness Manager. The ACS Management Report is a standardized format utilized by all ACS programs around the world, updated via the Internet through the ACS Link.

C.4.1.5. Contractor shall provide to Family Readiness Manager a weekly consolidated After Action Reports (AARs) on classes, workshops and/or unit briefings within 3 days after event. The AARs will be prepared using standard AR 25-50 military correspondence memorandum format reporting: program dates, beginning and ending times, location where the program was conducted, what equipment/supplies were used (overhead, videos, workbooks, etc.), topics presented and lesson plan used, class sign in sheets, class attendees' evaluations, Contractor's suggestions for future programming initiatives based on customer feedback in the evaluations, and how the class was advertised.

C.4.1.6. Contractor shall draft and provide to the Family Readiness Manager for approval a quarterly schedule of events, classes, workshops and/or unit briefings in advance (requested briefings will be weekly) as follows: the quarterly calendar of events for the months of April, May, June will be provided NLT 5 March; the quarterly calendar of events for the months of July, August, September will be provided NLT 5 June; the quarterly calendar of events for the months of October, November, December will be provided NLT 5 September; the quarterly calendar of events for the months of January, February, March will be provided NLT 5 December. The calendar shall include the time and location of all classes, workshops and/or unit briefings to be provided by the Contractor and the title of each program. If another community event targeted to the same audience has previously been scheduled, the Contractor will adjust times to avoid the conflict unless otherwise approved by the Family Readiness Manager.

C.4.1.7. The Contractor shall assemble and deliver all training supplies (notebooks, lesson plans, viewgraphs, hand outs, etc.) to each scheduled classroom site using the Contractor's transportation. Contractor shall lift, carry (up and down flights of stairs), and deliver boxes of supplies (average 50 pounds per box) to scheduled training sites and shall lift, carry, and arrange chairs, banquet tables, audio visual equipment, flip charts, and other classroom training supplies that may weigh an average of 50 pounds per equipment item. Estimated classroom attendance will range from small groups of 10 attendees to 400 attendees.

C.4.1.8. Contractor shall employ a variety of marketing techniques (flyers, electronic marquee, Post Newspaper, etc.) to ensure that the quarterly calendar of Family Readiness classes, workshops and/or unit briefings is advertised community-wide each week.

C.4.1.9. Briefs are based upon community demand and lead-time varies, sometimes requests are received one day in advance and sometimes one month in advance.

C.4.1.10. The Contractor shall submit a courtesy copy of the monthly billing information to the COR no later than noon the day before the last working day of each month in order to facilitate preparation of receiving reports.

C.4.2. TRAINING LOCATIONS. The Family Readiness classes (see C.4.1.3) will be provided on site in the Army Community Service Bldg in available training/conference room or coordinated at alternate sites. These classrooms are also in continuous use by other ACS program managers (Financial Readiness, Relocation Readiness, Army Family Team Building, Family Advocacy, etc. Therefore, if no classroom is available in the ACS building #3401, the Contractor shall reserve space at alternate locations such as the Education Center, or Post Library.

C.4.3. RECORD KEEPING AND REPORTS. Program files such as class calendars, sign in sheets, lesson plans, customer evaluations, client records, resource materials, information handouts, etc. will be maintained IAW MARKS (AR 25-400-2). Contractor shall keep an accurate daily record of client contacts and program activities IAW Army Regulation 608-1, Army Community Service Program.

C.6. APPLICABLE DOCUMENTS. The Contractor shall comply with applicable portions of the following regulations and policies:

AR 190-11 Physical Security of Arms, Ammunition and explosives
AR 608-1 Army Community Service Center
AR 600-20, Army Command Policy
DA PAM 608-47, Establishing Family Readiness Groups
FM 22-100, Military Leadership
FM 22-103 Leadership for Senior Leaders
AR 25-50 Preparing and Managing Correspondence;
AR 25-400-2 The Modern Army Record keeping System (MARKS).
Operation READY Materials

TE-1

**SURVEILLANCE PLAN
FOR Assistant Family Readiness Program Specialist**

MONTHLY INSPECTION CHECKLIST

DATE _____ OF _____ INSPECTION:

INSPECTOR'S _____ NAME:

CONTRACTOR'S _____ NAME:

_____ N/A YES NO

Has quarterly class and/or unit briefing schedule been submitted? (Attach quarterly schedule) _____

Has the Family Readiness Program been publicized On a weekly/monthly basis?
(Describe method of publicity; i.e., marquee, newspaper, flyer, method of distribution and dates of publication)
_____ _____

How many classes, workshops and/or unit briefings have been conducted this month? _____

(Please list: workshop topic, date, time, number of attendees:

How many drop in customers have utilized Family Readiness this month?

State number: _____

How many clients have utilized Family Readiness

on an appointment basis this month?

State number: _____

Has Contractor implemented a new marketing plan 30 days after a Needs Assessment has been completed?

TECHNICAL EXHIBIT 2

[illegible]

[illegible]

DA FORM 5900-R, JUL 90, IS OBSOLETE

TECHNICAL EXHIBIT 3

Instructor:

Useful	5	4	3	2	1	Not Useful
Understandable	5	4	3	2	1	Not Understandable
About Right	5	4	3	2	1	Too Simple

Comments:

2. How Well the Instructor Did:

Encouraged Participation	5	4	3	2	1	Discouraged Participation
Prepared	5	4	3	2	1	Unprepared
Clear	5	4	3	2	1	Unclear
Organized	5	4	3	2	1	Unorganized

Comments: _____

3. What Was Your Reaction?

Learned a Lot	5	4	3	2	1	Learned Nothing
Enjoyed	5	4	3	2	1	Did Not Enjoy
Interested	5	4	3	2	1	Not Interested
Would Recommend	5	4	3	2	1	Would Not Recommend

Comments: _____

4. What did you like most about this class? _____

5. What information will be of the most use to you? _____

6. How could this class be improved? _____

7. What other types of classes would you like to have? _____

8. How did you hear about this class? _____

Additional Comments? Thanks.

TECHNICAL EXHIBIT 4

APVR-WCA-C (608-1)

19 June 2000

MEMORANDUM FOR: Army Community Service (ACS) Staff Personnel

SUBJECT: Standard Operating Procedures (SOP) for Army Community Service Key Control and Physical Security

1. **PURPOSE:** This SOP establishes policies and procedures for the implementation and administration of key control and physical security for Army Community Service, Building 3401, Fort Wainwright, AK.
2. **REFERENCE:** AR 190-11, 190-31.
3. **APPLICABILITY:** This SOP governs the activities of all Fort Wainwright Army Community Service paid and non-paid staff members.
4. **RESPONSIBILITIES:** All paid and non-paid Army Community Service staff members (GS personnel, contractors, volunteers) are responsible for maintaining the key control and physical security activities described in this SOP.
 - a. The ACS Director will be responsible for:
 1. Ensuring adherence by authorized personnel to the provisions prescribed in this SOP.
 2. Reviewing and/or updating this SOP at least annually.
 3. Ensuring that physical requirements of the facility and key box comply with physical security guidelines.
 4. Reviewing claims of loss and damage; reporting stolen or lost Government or private property to the Provost Marshal.
 - b. The ACS Secretary is the primary Key Control Officer and is responsible for:
 1. Conducting periodic key control inventories; conducting physical control security training with incoming personnel.
 2. Maintaining ongoing accountability of hand receipts documenting property and equipment.

APVR-WCA-C

SUBJECT: Standard Operating Procedures (SOP) for Army Community Service Key Control and Physical Security

3. Maintaining a file of completed SF 701 Activity Security Checklists completed by each program manager on a monthly basis.

4. Ensuring that only authorized personnel have access to the ACS building and to secured areas within the facility.

b. ACS staff personnel will:

1. Comply with key control and physical security guidelines prescribed in this SOP.

2. Immediately report security and key control violations to the ACS Secretary and to the ACS Director.

3. Maintain continual vigilance to safeguard all Army Community Service Government property against damage, loss, or theft.

4. Close and lock facility windows; close and lock facility doors, immediately report broken or malfunctioning locks for repairs to DPW Work Order Desk, 353-7069; to ensure that all personnel have left the premises prior to closing.

5. PROCEDURES:

a. ACS Staff Personnel Key Control and Security::

1. Each ACS program manager will be permanently issued an exterior door key and a master key to ACS Building 3401. These keys will be inventoried and signed for on a quarterly basis utilizing the Key Control and Register DA Form 5513-R. The ACS Secretary who is the primary Key Control Officer will do this function.

2. In the event that a staff member loses his/her keys, the loss will be immediately reported to the ACS Secretary who will request that DPW replace the building door locks/keys. Then, new keys will be issued to the ACS staff and a record of this issue and turn-in will be kept on the Key Control and Register DA Form 5513-R.

3. All ACS staff are responsible for the security of their respective work areas and will utilize the Activity Security Checklist Standard Form 701 (Enclosure 1) on a daily basis to indicate that their windows are locked, office areas are secure, and electrical equipment are

APVR-WCA-C (608-1)

SUBJECT: Standard Operating Procedures (SOP) for Army Community Service Key Control and Physical Security

turned off, etc. This completed Standard Form 701 will be turned in to the ACS Secretary at the end of every month.

4. ACS staffs are responsible for securing the classroom areas that they utilize on an ongoing basis, i.e., locking windows, securing doors, turning off all electrical equipment, etc.

b. Government Property Control:

1. All ACS property is to be safeguarded and cannot be used for personal reasons. Staffs are responsible for returning any ACS equipment (portable items such as laptop computer, overhead projector, etc.) that they utilize outside of the building at other program sites.

2. With the ACS Director's approval and on a case by case exception to policy basis, ACS property (overhead projector, screen, tables, chairs, etc.) will be issued on a temporary DA 3161 hand receipt for authorized military installation functions and cannot be issued for individual personal use.

c. Building Security:

1. All staffs are responsible for checking their office doors and windows and facility doors and windows for security on an ongoing basis.

2. The last remaining staff member in the ACS building is responsible for conducting a thorough security check of the building before departure. This staff member will complete and initial the security checklist at Enclosure 2.

2. In the event that a staff member discovers that the building is unsecured, the ACS Director will be notified immediately so that:

a. A property inventory can be conducted

b. Measures can be implemented to improve/revise security procedures

SUZANNE JAMES
Director, Army Community Service

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-AUG-2003 TO 31-JUL-2004	N/A	DIREC OF COMMUNITY ACTIVITIES (DCA) SCHADER, BRANDI FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 907-353-4243 FOB: Destination	FW-FAP
0002	POP 01-AUG-2004 TO 31-JUL-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP

Section G - Contract Administration Data

CONTRACT ADMINISTRATOR

All matters pertaining to Government administration of this contract should be directed to:

Regional Contracting Office-Alaska
ATTN: Contract Administrator: (907) 353-7300
PO Box 35510
Fort Wainwright, Alaska 99703-0510

CLAUSES INCORPORATED BY FULL TEXT

RCO-AK 005 PAYMENT OFFICE POINT OF CONTACT (Local Clause)

The point of contact for any problems associated with the payment of invoices will be Ms. Faith Lehano, Chief Army Alaska Vendor Pay, telephone (808) 472-7750, or Facsimile (808) 472-5825. Customer Service is available by dialing 1-888-222-6950 (toll free) or Facsimile (808)472-5836. The EFT Team may be reached by telephone at (808) 472-7776 or 472-7771.

(End of clause)

CONTACT FOR ADMINISTRATOR

In the event that your firm receives a contract as a result of this solicitation, please designate a person whom we may contact for contract administration:

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

E-MAIL: _____

PAYMENT OFFICE ADDRESS

Payment will be made by the following finance and accounting office:

DFAS-PACIFIC
DFAS PC-FPVA
477 ESSEX STREET
PO BOX 1392
PEARL HARBOR, HI 96860-5806

Payment will be made by Electronic Funds Transfer (EFT). See FAR Clause 52.232-33, entitled "Payment by Electronic Funds Transfer – Central Contractor Registration". The Contractor is required, as a condition to any payment under this contract, to provide the Government with the information required for making payments by EFT. Contractor's EFT information must be submitted to the designated Paying Office in this contract, prior to submission of request for payment.

WARNING: To avoid payment delays, Contractor's name and address on invoice documentation must exactly match the Contractor's name and address on the contract (Block 9 of DD 1155).

Section H - Special Contract Requirements

CLAUSES INCORPORATED BY FULL TEXT

RCO-AK 006 POST TRAFFIC REGULATION (Local Clause)

All Contractors are advised that it is a violation of a post traffic regulation to exceed 10 miles per hour while passing military personnel in formation, or a military group running or walking along the side of the road. Driving privileges on this installation may be suspended or canceled for violating post traffic regulations or applicable state laws and will not be considered an excusable delay under the contract. Each Contractor must ensure that all of its employees have been informed of this information.

(End of clause)

RCO-AK 008 SERVICE CONTRACT WAGE DETERMINATION (Local Clause)

Department of Labor Wage Determination No. 94-2017, Rev. 28 dated 4 June 2003, Document Preparation Clerk, is hereby incorporated and made a part of the resulting contract.

The wages for the different occupations listed in the above referenced Wage Determination are based on various descriptions as defined in the publication entitled, "Service Contract Act Directory of Occupations," issued by the U. S. Department of Labor. This document may be reviewed at the Regional Contracting Office - Alaska, Bldg 3030, Room 126, Fort Wainwright, Alaska.

(End of Clause)

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 days** provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **24 months**.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

GS-7 \$15.39 per hour

(End of clause)

RCO-AK 003 PERIOD OF PERFORMANCE (Local Clause)

The basic period of performance of any contract resulting from this solicitation is anticipated to be from 1 August 2003, or date of contract award, whichever is later, through 31 July 2004. One (1) consecutive 12-month option period is also included that the Government may exercise in accordance with the terms of the contract.

(End of Clause)

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

___ TIN:_____

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other _____

(f) Common parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

___ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **813319**.

(2) The small business size standard is **\$6 million dollars**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material

change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the

preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY FULL TEXT

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (APR 2003)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

- (1) The clauses listed below implement provisions of law or Executive order:
 - (i) 52.222-3, Convict Labor (Aug 1996) (E.O. 11755).
 - (ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).
 - (iii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iv) 52.225-13, Restrictions on Certain Foreign Purchases (July 2000) (E.O.'s 12722, 12724, 13059, 13067, 13121, and 13129).

(v) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Feb 2002).

(v) 52.233-1, Disputes (Jul 2002).

(vi) 52.244-6, Subcontracts for Commercial Items and Commercial Components (Dec 2001).

(vii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Sept 2002) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (DEC 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (APR 1984) (29 U.S.C. 793) (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.).

(v) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (JAN 1999) (38 U.S.C. 4212) (Applies to contracts over \$10,000).

(vi) 52.222-41, Service Contract Act, As Amended (May 1989) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.).

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (APR 1998) (E.O. 12856) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act --Supplies (May 2002) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use within the United States if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition--

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(ix) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (May 1999). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(x) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (May 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JULY 1995) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (JUN 1988) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, Clauses Incorporated by Reference (FEB 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://www.hill.af.mil>

<http://www.dtic.mil/dfars>

52.217-8	Option to Extend Services	NOV 1999
52.219-6	Notice of Total Small Business Set-Aside	JUL 1996
52.222-22	Previous Contracts and Compliance Reports	FEB 1999
52.222-43	Fair Labor Stds Act & Svc Contract Act – Price Adj (MY and Option)	MAY 1989
52-223-6	Drug Free Workplace	MAY 2001
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.237-2	Protection of Government Buildings, Equipment and Vegetation	APR 1984

52.243-1 Alt I	Changes – Fixed Price (Aug 1984) – Alternate I	APR 1984
52.249-4	Termination for Convenience of the Govt (Services)(Short Form)	APR 1984
52-249-8	Default (Fixed Price Supply & Service)	APR 1984
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7000	Disclosure of Information	DEC 1991
252.204-7003	Control of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://www.farsite.hill.af.mil>

<http://www.dtic.mil/dfars>

Section M - Evaluation Factors for Award

EVALUATION FACTORS FOR AWARD

Award will be based on best value. Compliance with technical requirements (Section C.1.2), price and past performance will be considered in the evaluation, with compliance and past performance when combined being of approximately the same importance as price (see attached Past Performance Survey).

Attachment 6**Past Performance Questionnaire****1. CONTRACT IDENTIFICATION**

1. Contractor: _____
2. Contract Number: _____
3. Contact Type: _____

Competitive: ☐ Yes ☐ No

4. Period of Performance: _____
5. Current Contract Cost: _____
6. Description of Services: _____

II AGENCY IDENTIFICATION

1. Name: _____
2. Location of Project: _____
3. Name of Person
Providing Information _____
4. Telephone Number: _____
5. Duty Title: _____
6. Date of Questionnaire
Completion: _____

III. EVALUATION

1. QUALITY OF SERVICE: Did the Contractor meet/not meet/exceed
Contract Requirements for Quality of Service?

MEET ☐
NOT MEET ☐
EXCEED ☐

a) Please explain how the Contractor met/did not meet/exceeded the contract requirements regarding quality of service and provide any strengths and/or weaknesses (e.g. Quality Control Plan).

b) Were there any problems encountered and/or Contract Discrepancy Reports (CDRs) issued? What were the CDRs issued for and when? Did the Contractor correct the problem?

The quality of service can be measured by how well the offeror conformed to or met Contract requirements, specifications and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).

2(A) SCHEDULE: Did the Contractor met/did not meet/exceed the schedule
(Timeliness) requirements (e.g. Milestones/Deliverables)?

MEET ☐
NOT MEET ☐
EXCEED ☐

Please explain how the Contractor met/did not meet/exceeded the schedule requirements and provide any strengths and/or weaknesses.

Schedule can be measured in terms of the timeliness, in which the Contractor completes, or has completed, milestones., administrative requirements, contract requirements (e.g. efforts that contribute to or effect the schedule variance).

2(B) SCHEDULE: Did the Contractor meet/not meet/exceed the administrative requirements (e.g. invoices/billings, schedules)?

MEET ☐
 NOT MEET ☐
 EXCEED ☐

Please explain how the Contractor met/did not meet/exceed the administrative requirements and provide any strengths and/or weaknesses.

3. BUSINESS RELATIONS: Did the contractor meet/not meet/exceed your business relations requirement?

MEET ☐
 NOT MEET ☐
 EXCEED ☐

Please explain how the Contractor met/did not meet/exceeded your business relations requirements and provide any strengths and/or weaknesses.

Business relations can be measured by the offeror's active participation during contract administration. This includes but is not limited to, the timeliness, completeness and quality of problem identification; corrective action plans; customer satisfaction; and timely award and management of subcontracts.

4. MANAGEMENT OF KEY PERSONNEL: Has the Contractor's ability to manage key personnel met/not met/exceeded your requirement?

MEET ☐
 NOT MEET ☐
 EXCEED ☐

Please explain how the Contractor has met/not met/exceeded the requirement for proper management of key personnel and provide any strengths or weaknesses.

Management of key personnel can be measured by the offeror's performance in selecting, training, retaining, supporting and replacing, when necessary, key personnel with personnel who have a breadth of experience and knowledge in contract management, and who have demonstrated their ability to carry out contract management for and on behalf of the Contractor.

5. OTHER:

a) If applicable, what were the Contractor's strong points?

b) If applicable, what were the Contractor’s weak points?

c) How would you rate this Contractor overall?

- Exceptional-** No performance problems. No Government oversight needed. ☐
- Very Good-** Displayed considerable initiative. Little Government oversight needed. ☐
- Satisfactory-** Displayed some initiative. Some Government oversight needed. ☐
- Marginal-** Displayed little initiative. Substantial Government oversight needed. ☐
- Unacceptable-** Displayed no initiative. Failed to meet specified minimum performance ☐